

Lesson 6: Fleet Card Setup

Lesson Description

In Lesson 6 the LFPC and AFHC will be learning how to create and maintain Fleet credit card accounts in PCMS. Previous lessons will have provided the trainee with the ability to navigate the screens and understand the purpose of creating and maintaining Fleet accounts.

Training Objectives

At the conclusion of this lesson, PCMS LFPC's and AFHC's will be able to:

1. Create, maintain, and query Fleet card accounts in FAMS;
2. Delete, and replace Fleet cards;

Methodology

This lesson will be delivered using a combination of lecture and presentation, and discussion. Group discussion and trainee interaction will be used to stimulate recall of policy information and establish a knowledge base on which to build in subsequent lessons.

References

None.

Enclosures

- (1) Fleet PCMS User's Guide, USDA\PMT, September 2000;
- (2) Fleet PCMS Quickguide, USDA\PMT, October 2000;

I. Fleet Card Setup Overview

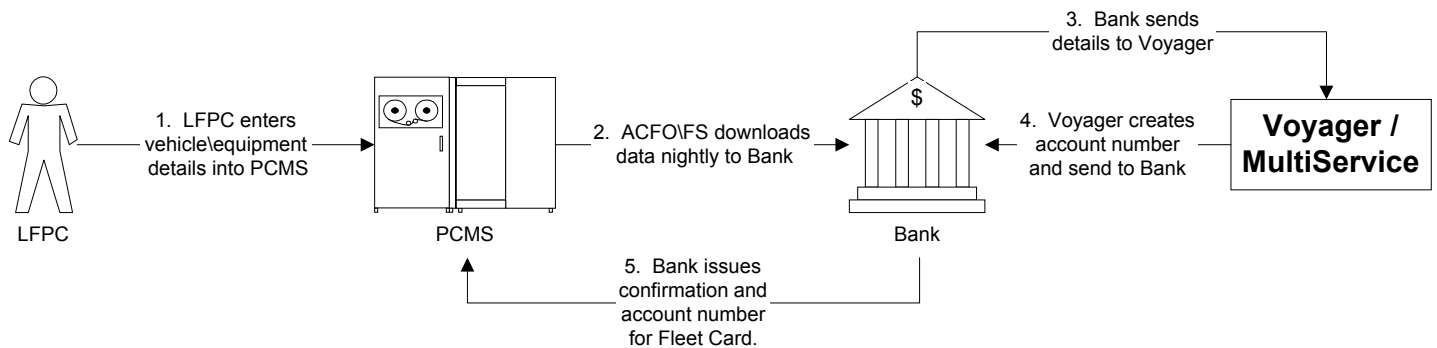


Please turn off your monitor and give your attention to the instructor.

a. Workflow

The Fleet Card Setup screen is used to setup Fleet card accounts for vehicles and equipment, establish specific vehicle\equipment profile information, and replace or delete Fleet cards.

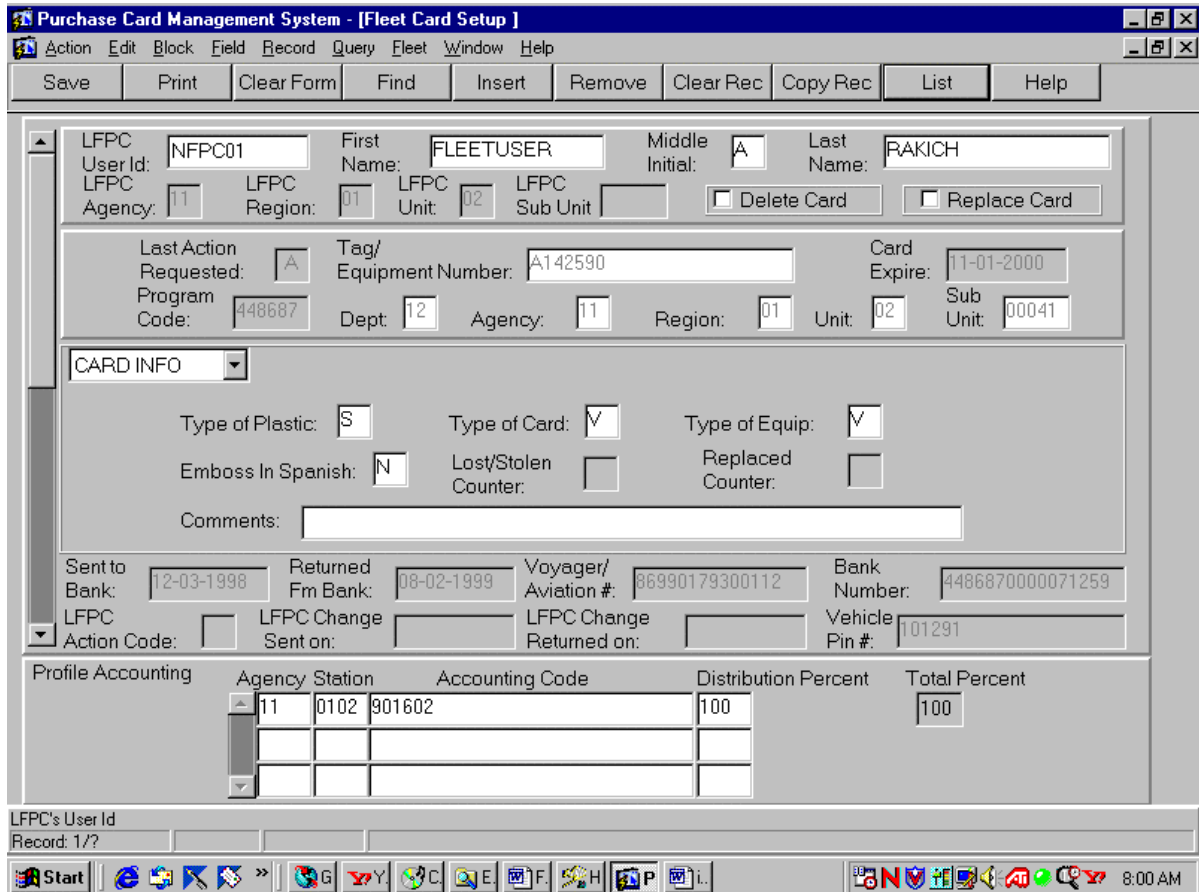
The LFPC enters the Fleet card details in PCMS. This information is then downloaded to the Bank, by ACFS\FO, on a nightly basis. After receiving the Fleet card details, the bank will send PCMS an acknowledgment in response to each account setup or maintenance request. At this time the Fleet card account number is also issued.



Notes:

b. Screen overview

To access the screen select the “Fleet Card Setup” option on the Fleet Card menu, from the main screen. Enter details in the fields to create or modify Fleet card accounts.



Purchase Card Management System - [Fleet Card Setup]

Save Print Clear Form Find Insert Remove Clear Rec Copy Rec List Help

LFPC User Id: NFPC01 First Name: FLEETUSER Middle Initial: A Last Name: RAKICH
 LFPC Agency: 11 LFPC Region: 01 LFPC Unit: 02 LFPC Sub Unit: ☐ Delete Card ☐ Replace Card

Last Action Requested: A Tag/ Equipment Number: A142590 Card Expire: 11-01-2000
 Program Code: 448687 Dept: 12 Agency: 11 Region: 01 Unit: 02 Sub Unit: 00041

CARD INFO

Type of Plastic: S Type of Card: V Type of Equip: V
 Emboss In Spanish: N Lost/Stolen Counter: Replaced Counter:

Comments:

Sent to Bank: 12-03-1998 Returned Fm Bank: 08-02-1999 Voyager/ Aviation #: 86990179300112 Bank Number: 4486870000071259
 LFPC Action Code: LFPC Change Sent on: LFPC Change Returned on: Vehicle Pin #: 101291

| Profile Accounting | Agency | Station | Accounting Code | Distribution Percent | Total Percent |
|--------------------|--------|---------|-----------------|----------------------|---------------|
| | 11 | 0102 | 901602 | 100 | 100 |
| | | | | | |
| | | | | | |

LFPC's User Id
 Record: 1/?

Start [Icons] 8:00 AM

Notes:

c. LFPC Details

The following is a brief description of each LFPC field in the Fleet Card Setup screen.

Fields:

| Fieldname | Description |
|--|---|
| LFPC User ID (Required field) | The PCMS user identification number of the LFPC assigned to the fleet card to either be added to or retrieved from PCMS. (Query field.) |
| First Name (Required field) | The LFPC's first name. |
| Middle Initial (Required field) | The LFPC's middle initial. |
| Last Name (Required field) | The LFPC's last name. |
| LFPC Agency LFPC Region LFPC Unit LFPC Sub Unit | The LFPC's organizational structure\hierarchy. (Non-entry fields) |
| Delete Card | Use to delete a fleet card record at the bank. |
| Replace Card | Use to replace a fleet card. Check this box to replace a card that has been damaged. |



When either Delete or Replace Card is selected, all fields are locked.

Notes:



d. Hierarchy Details

Fleet card profile and hierarchy details:

| Fieldname | Description |
|---|---|
| Last Action Requested (Non-entry field) | When a transaction is completed and saved, the “Last Action Requested” field is programmatically assigned one of the following values: A(dd), M(odify), D(elete), L(FPC Information Changed), and R(eplacement), T(ransfer of equipment), and U(pdate PCMS only). |
| Tag\Equipment Number (Query field.) | Identification number for equipment. |
| Card Expire (Non-entry field) | Card expiration date populated by the system when the record is returned from the bank. |
| Program Code (Non-entry field) | The program code for each equipment record is hard coded into the system. This field will be grayed out to prevent data entry. |
| Dept (Required field) | Contains the default value of 12 for USDA. This value can be changed. |
| Agency (Required field) | The agency where the fleet card will reside. |
| Region (Required field) | The region where the fleet card will reside. |
| Unit (Required field) | The unit where the fleet card will reside. |
| Sub Unit (Required field) | The sub-unit where the fleet card will reside. Default is 00000. |

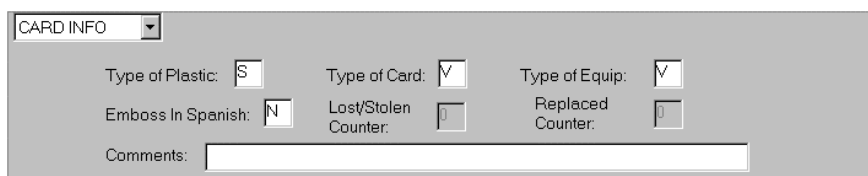


Notes:

e. Setup\maintenance Information

The setup/maintenance information is contained in the center of the Fleet Card Maintenance screen, beginning with Card Information. As you enter the setup/maintenance data, the screen automatically moves from one section to another, beginning with the Card Information section, followed by the Equipment Information section, the Limit Information section, and the Driver Information section. Use the dropdown menu in the upper left of this area of the screen to move more easily between each section when you need to update.

CARD INFO



Fields:

| Fieldname | Description |
|--|--|
| Type of Plastic | Valid values are: Q = Quasi-Generic – non-government/government card S = Standard – government card |
| Type of Card (Required Field) | Valid values are: N = Neither D = Driver V = Vehicle |
| Type of Equip (Required Field) | Valid values are: A = Aircraft E = Equipment V = Vehicle B = Boat P = Pool TYPE OF CARD vs. TYPE OF EQUIPMENT <ul style="list-style-type: none"> ▪ If the TYPE OF CARD = D, then the TYPE OF EQUIPMENT can only be V. ▪ If the TYPE OF CARD = V, then the TYPE OF EQUIPMENT can only be V. ▪ If the TYPE OF CARD = N, then the TYPE OF EQUIPMENT can be A, B, E, or P. TYPE OF EQUIPMENT vs. TAG/EQUIPMENT NUMBER <ul style="list-style-type: none"> ▪ If the TYPE OF EQUIPMENT = A, then the TAG/EQUIPMENT NUMBER must begin with an N. ▪ If the TYPE OF EQUIPMENT = P, then the TAG/EQUIPMENT NUMBER must begin with a P. |
| Emboss in Spanish (Required Field) | Valid values are: Y = Yes or N = No |



| Fieldname | Description |
|---|--|
| | Changing this field will generate a new Voyager account number and a new fleet card. |
| Lost/Stolen Counter (Non-entry field) | Displays the number of times the card has been reported as lost or stolen. |
| Replaced Counter (Non-entry field) | Displays the number of times the card has been replaced. |
| Comments (Not Required) | User field for comments. |

Notes:

**EQUIP INFO**

Fields:

| Fieldname | Description |
|---|--|
| Fuel & Maint (Required Field) | Valid values are: Y = Yes or N = No |
| Odometer Indicator (Required Field) | Valid values are: Y = Yes or N = No If the TYPE OF CARD is “V,” the ODOMETER INDICATOR is “Y” and no changes will be allowed. If the TYPE OF CARD is “N” or “D,” the ODOMETER INDICATOR is “N.” |
| Class Code (Optional Field) | Values for this field are yet to be determined. Field describes equipment size (e.g., medium sedan; light, medium, or heavy truck). |
| Equipment City | The city where the equipment will reside. (Required if TYPE OF CARD is Vehicle or Neither .) |
| Equipment State | The state where the equipment will reside. (Required if TYPE OF CARD is Vehicle or Neither .) |
| Equipment Zip | The zip code where the equipment will reside. (Required if TYPE OF CARD is Vehicle or Neither .) |
| Zip Ext (Not required.) | The zip extension of where the equipment will reside. (Not required.) |
| Vehicle/Make/Model/Year (Not required.) | The vehicle’s make, model, and year. Valid only when TYPE OF CARD is Vehicle or Driver . |

**LIMIT INFO**

| | | | | | |
|--------------------------|----------|-------------------------|---------|---------------------------|--------------|
| LIMIT INFO ▾ | | | | | |
| Cost/Fuel Trans Limit | 999.99 | Daily Trans Limit | 99 | Cost/Maint Trans Limit | \$999,999.99 |
| Price/ Gallon Limit | \$999.99 | Gallons/ Trans Limit | 9,999.9 | | |

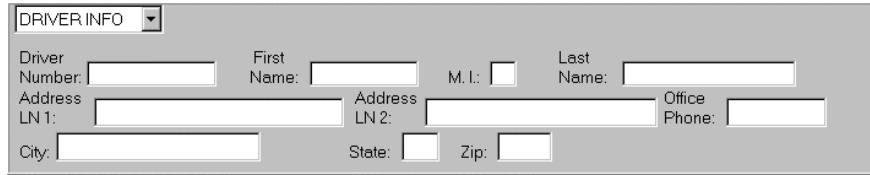
Fields:

| Fieldname | Description |
|---|---|
| Cost/Fuel Trans Limit (Required Field) | Fuel costs per transaction limit. Field defaults to all 9's (999.99) unless individual agencies reset. Individual agencies determine their own limits. |
| Daily Trans Limit (Required Field) | Transaction limit per day. Field defaults to all 9's (99) unless individual agencies reset. Individual agencies determine their own limits. |
| Cost/Maint Trans Limit (Required Field) | Maintenance cost per transaction limit. Field defaults to all 9's (999999.99) unless individual agencies reset. Individual agencies determine their own limits. |
| Price/Gallon Limit (Required Field) | Price per gallon limit. Field defaults to all 9's (999.99) unless individual agencies reset. Individual agencies determine their own limits. |
| Gallons/Trans Limit (Required Field) | Gallons per transaction limit. Field defaults to all 9's (9999.99) unless individual agencies reset. Individual agencies determine their own limits. |

Notes:

DRIVER INFO

The Driver Information is only required when the “Type of Card” field value is “Driver”.




This screen is not used by USDA at this time.

Fields:

| Fieldname | Description |
|---|--------------------------------------|
| Driver Number | USDA’s driver identification number. |
| First Name (Required Field) | Driver’s first name. |
| M.I. (Required Field) | Driver’s middle initial. |
| Last Name (Required Field) | Driver’s last name. |
| Address LN1 (Required Field) | Driver’s Department/Agency. |
| Address LN2 | Driver address information. |
| Office Phone (Required Field) | Drive’s office phone number. |
| City (Required Field) | The driver’s office city. |
| State (Required Field) | The driver’s office state. |
| Zip (Required Field) | The driver’s office zip. |

Notes:

f. Bank \ LFPC Information

These fields are grayed out, display only. No data entry is allowed:

| Fieldname | Description |
|--------------------------------|--|
| Sent to Bank | Date that a new or updated fleet record is sent to the bank. |
| Returned Fm Bank | Date the fleet record is returned from the bank. |
| Voyager/Aviation # | The Fleet Card Voyager/Aviation account number. |
| Bank Number | The Fleet Card's bank ghost account number. |
| LFPC Action Code | When the LFPC information is updated, an L(FPC information changed) action code appears. |
| LFPC Change Sent on | Date that the update to LFPC information is sent to the bank. |
| LFPC Change Returned on | Date the updated LFPC information is returned from the bank. |
| Vehicle Pin # | The vehicle pin number. (Must be used when making purchases). |

g. Profile Accounting

The remaining portion of the Fleet Card Maintenance Screen is where the profile accounting information is entered for the equipment. One or more lines of accounting can be entered.

| Fieldname | Description |
|---|--|
| Agency (Required Field) | The agency code that the purchase is to be charged against. |
| Station | The accounting station code that the purchase is to be charged against. |
| Accounting Code (Required Field) | The accounting code against which this portion of the transaction is charged.* |
| Distribution Percent (Required Field) | The percentage of this account to be applied to the transaction amount. |
| Total Percent (Non-entry Field) | The total percentage to be applied to the transaction amount. This field must equal 100 percent. |



Update Profile accounting details through the Profile Accounting screen.

II. Query Fleet Card Records



Please turn off your monitor and give your attention to the instructor.

a. Query ALL records

- Logged on as an LFPC, from the Fleet Card Setup screen hit the “Find” button to clear all fields;
- Hit the “Find” button again to obtain all records attached to the LFPC UserID you logged on with;
- Use the scroll bar to the left to navigate between vehicle\equipment records;

b. Query specific records

- Use the “Find” button on the command bar, as described in previous lessons;
- Enter the value in a query field and hit the “Find” button;
- The % wildcard can be used;
- Use scroll bars to navigate between vehicle\equipment records;
- There are several lists available to select values from, such as: “LFPC User ID”;



It may be quicker to run queries using the Discoverer tool. (Discoverer training is available in a separate training course).

Notes:



PRACTICAL EXERCISE

1. Query all vehicle\equipment records attached to the LFPC UserID you logged on with.
2. Query all records that have card plastic type value of “S”.
3. Query all records that have an “Equipment State” of California (CA) or Arizona (AZ).

III. Fleet Card Maintenance



Please turn off your monitor and give your attention to the instructor.

a. Fleet Card Setup

To set up a new Fleet Card account, follow the steps below.

1. In the Fleet Card Setup screen, enter the User ID in the “LFPC User ID” field, or select from a list;
2. Enter the account details:
 - Tag\Equipment Number;
 - Cardholder’s hierarchy (e.g. program Code, agency, unit);

Purchase Card Management System - [Fleet Card Setup]

Menu: Action Edit Block Field Record Query Fleet Window Help

Buttons: Save Print Clear Form Find Insert Remove Clear Rec Copy Rec List Help

LFPC User Id: NFPC02 First Name: JOHN Middle Initial: Last Name: PHILLIP

Agency: 99 LFPC Region: 01 LFPC Unit: 02 LFPC Sub Unit: ☐ Delete Card ☐ Replace Card

Last Action Requested: A Tag/Equipment Number: Card Expire:

Program Code: 446687 Dept: 12 Agency: Region: Unit: Sub Unit: 00000

CARD INFO

Type of Plastic: S Type of Card: V Type of Equip: V

Emboss In Spanish: N Lost/Stolen Counter: Replaced Counter:

Comments:

Sent to Bank: Returned Fm Bank: Voyager/Aviation #: Bank Number:

LFPC Action Code: LFPC Change Sent on: LFPC Change Returned on: Vehicle Pin #:

| Profile Accounting | Agency | Station | Accounting Code | Distribution Percent | Total Percent |
|--------------------|--------|---------|-----------------|----------------------|---------------|
| | | | | | 0 |

FRM-41800: List of Values not available for this field.
Record: 1/1



It is important to enter the correct Tag Number. If an incorrect Tag Number is sent to the Bank a new Tag number will have to be assigned to the vehicle and a new account will need to be created.

3. Enter the setup\maintenance details;
 - Card INFO (e.g. Type of Plastic, Type of Card);
 - Equip INFO (e.g. Fuel and maintenance, Odometer Indicator);
 - Limit INFO (e.g. Cost\Fuel Trans Limit, Daily Trans Limit);
4. Enter the Profile Accounting details
 - Accounting entered during Fleet Card Setup is the default accounting for the Fleet Card;
 - Profile Accounting can be updated through the Profile Accounting screen.
5. Save the record by hitting the “Save” button on the command bar;
 - After the data is downloaded to the Bank the “Date sent to the Bank” field is populated.
 - A record can only be removed if it has not yet been sent to the Bank. Hit the “Remove” button, then the “Save” button on the command bar.
 - Accounting can only be changed if the record has not yet been sent to the Bank.



Make sure the Tag Number is correct before hitting “Save”.

Notes:

b. Copying a Fleet Card Record

When there are several new Fleet Cards to set up in PCMS that have similar details, the first record entered can be copied and modified so the LFPC does not have re-enter information unnecessarily. Use the following steps:

1. Enter the first record and hit the “Save” button on the command bar;
2. Hit the “Copy Rec” button, also on the command bar;
3. Change any unique values in fields such as:
 - “Tag\Equipment Number”;
 - “Equipment City”
 - “Type of Card”
 - Profile Accounting;
4. Hit the “Save” button;
5. Repeat steps 2 through 4 as necessary.

c. Modifying a Fleet Card Account

To modify a Fleet Card account:

1. Query a Fleet Card record;
2. If the following fields have values then make changes to the appropriate information in the record;
 - “Sent to Bank”;
 - “Returned Fm Bank”
3. Hit the “Save” button;



Guidelines to modifying a Fleet Card account:

- Prior to a record being sent to the Bank, all fields in Fleet Card Setup can be modified;
 - The “Last Action Code” equals “A” and the “Date Sent To Bank” field is blank;
- After a record has been sent to the Bank no modifications can be made until it returns from the Bank;
 - The “Last Action Code” equals “A, M, T or R” and the “Date Sent To Bank” field is NOT blank but the “Date Returned From Bank” field is blank;
- After a record has returned from the Bank, most of the fields in Fleet Card Setup can be modified;
 - The “Last Action Code” equals “A, M, T or R” and the “Date Sent To Bank” and “Date Returned Fm Bank” fields are NOT blank;
- Updates to Profile Accounting can be done through Fleet Card Setup only if it is a new Fleet Card record and the record has not yet been sent to the Bank;
- New cards will only be issued when information in the magnetic strip or information embossed upon the card changes;



PRACTICAL EXERCISES

1. Create a new Fleet Card record using the following information:
 - Tag\Equipment Number: A11374
 - Cost Limits: Fuel = \$100.00, Daily trans = 03, Maint Trans = \$500, Gallon limit = 40, Gallon Trans Limit = \$50
 - Card is to be used by a Vehicle, for fuel and maintenance.
 - Card should be a standard plastic.
 - Equipment City: Rockville.
 - Equipment State: MD
 - Equipment Zip Code: 20850
 - Codes: Program 448687 \ Dept 12 \ Agency 99 \ Region 01 \ Unit 02 \ Sub Unit 00000
 - Station: 0110
 - Accounting code: 7010101915
 - Distribution % = 100

2. Copy the new Fleet Card record and create a second record using the following unique field values;
 - Tag\Equipment Number: A287622
 - Cost Limits: Fuel = \$100.00, Daily trans = 03, Maint Trans = \$500, Gallon limit = 40, Gallon Trans Limit = \$50
 - Card is to be used by a Vehicle, for fuel and maintenance.
 - Card should be a standard plastic.
 - Equipment City: Beltsville.
 - Equipment State: MD
 - Equipment Zip Code: 20705
 - Codes: Program 448687 \ Dept 12 \ Agency 99 \ Region 01 \ Unit 02 \ Sub Unit 00000
 - Station: 0110
 - Accounting code: 7010101915
 - Distribution % = 100

IV. Replacing and Deleting Fleet Cards



Please turn off your monitor and give your attention to the instructor.

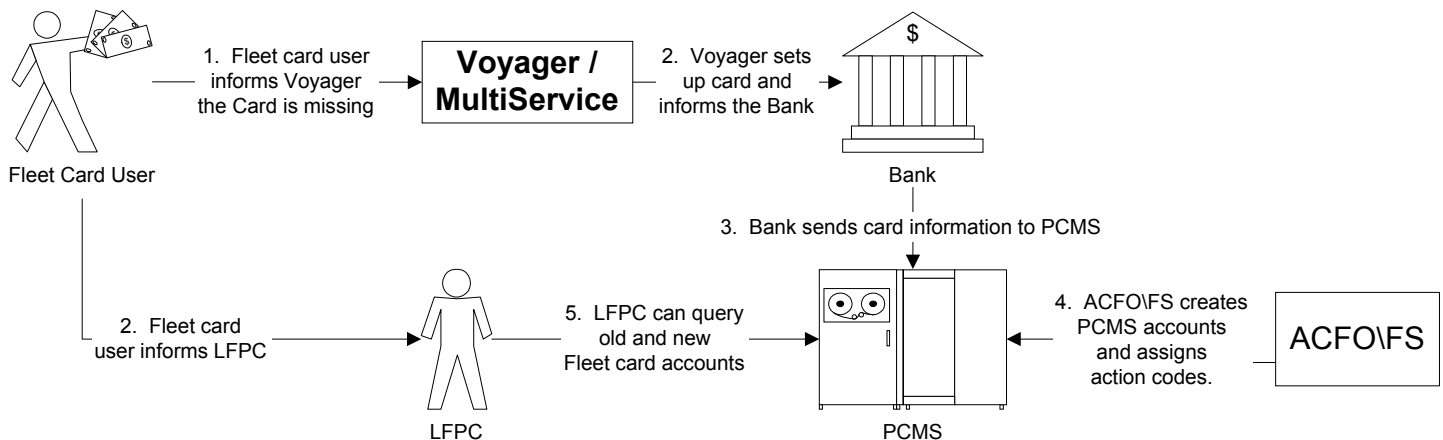
a. Last Action Codes

Fleet Card Setup uses the following codes to indicate what action should be taken. Only one code per day can be processed for a Fleet Card record, unless the code is “U”:

| | | | | | |
|------------|---------|------------|--------------|-------------|------------|
| U = Update | A = Add | M = Modify | T = Transfer | R = Replace | D = Delete |
|------------|---------|------------|--------------|-------------|------------|

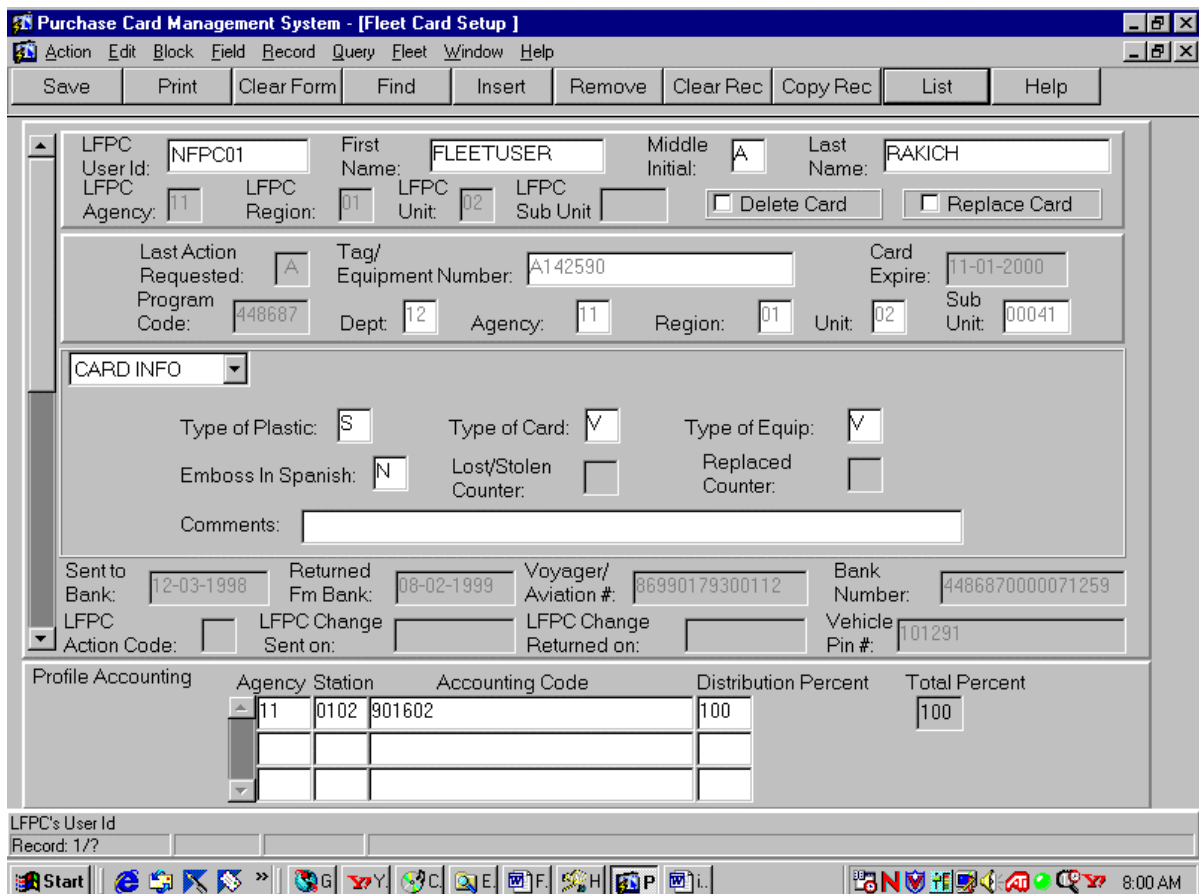
b. Lost and Stolen Cards

- It is the Fleet Card user’s responsibility to report a lost or stolen card to Voyager, however, an LFPC has the authority to do so if the Fleet Card user has not reported it.
- Voyager will set up a new account for the vehicle\equipment;
- ACFS\FO will then create a new account in PCMS and set the “Last Action Code” of the new account to “A”. The existing Tag\Equipment Number will be retained. The “Date of Notification” is the date entered in the “Date Sent to Bank” and “Date Returned From Bank” fields.
- Updates will be made to the “Voyager\Aviation Number” and the “Lost\Stolen Counter” fields;
- ACFS\FO then changes the “Last Action Code” of the old record to “D”. The “Date of Notification” will be the same as the “Date Sent to Bank” and “Date Returned from Bank” fields. The “Comments” field will also be populated with the name of the person who reported the card lost\stolen, and the date it was reported;
- When the LFPC queries a Fleet card in PCMS, both the new and old records will be available. Use the scroll bar to navigate between records;



c. Replacement Cards

- When a card needs replacing, due to damage, query the Fleet card record in PCMS and check the “Replace Card” box, the hit the “Save” button on the Command Bar;
- The record sent to the bank will contain an action code of “R” and a duplicate card will be produced, based on the card’s current details in the Fleet Card Setup screen. (e.g., Tag\Equipment Number, hierarchy, Card information, etc.);
- PCMS will not allow any modifications to records with a “Last Action Code” of “R”;



Purchase Card Management System - [Fleet Card Setup]

Save Print Clear Form Find Insert Remove Clear Rec Copy Rec List Help

LFPC User Id: NFPC01 First Name: FLEETUSER Middle Initial: A Last Name: RAKICH
 Agency: 11 LFPC Region: 01 LFPC Unit: 02 LFPC Sub Unit: ☐ Delete Card ☐ Replace Card

Last Action Requested: A Tag/Equipment Number: A142590 Card Expire: 11-01-2000
 Program Code: 448687 Dept: 12 Agency: 11 Region: 01 Unit: 02 Sub Unit: 00041

CARD INFO

Type of Plastic: S Type of Card: V Type of Equip: V
 Emboss In Spanish: N Lost/Stolen Counter: Replaced Counter:

Comments:

Sent to Bank: 12-03-1998 Returned From Bank: 08-02-1999 Voyager/Aviation #: 86990179300112 Bank Number: 4486870000071259
 LFPC Change: LFPC Change Sent on: LFPC Change Returned on: Vehicle Pin #: 101291

| Profile Accounting | Agency | Station | Accounting Code | Distribution Percent | Total Percent |
|--------------------|--------|---------|-----------------|----------------------|---------------|
| 11 | 0102 | 901602 | 100 | 100 | |

LFPC's User Id
Record: 1/?

d. Delete a Card

- When a vehicle\equipment has been taken out of service, check the “Delete Card” box and hit “Save” on the Command Bar;
- The system will not allow any modifications to records where the “Last Action Code” is a “D”;
- A deleted tag\equipment number can not be re-used;



PRACTICAL EXERCISES

1. Query the following record, and request a replacement card:
 - Tag\Equipment: A010214

2. Query the following record, and delete the card:
 - Tag\Equipment: A010210

Notes:

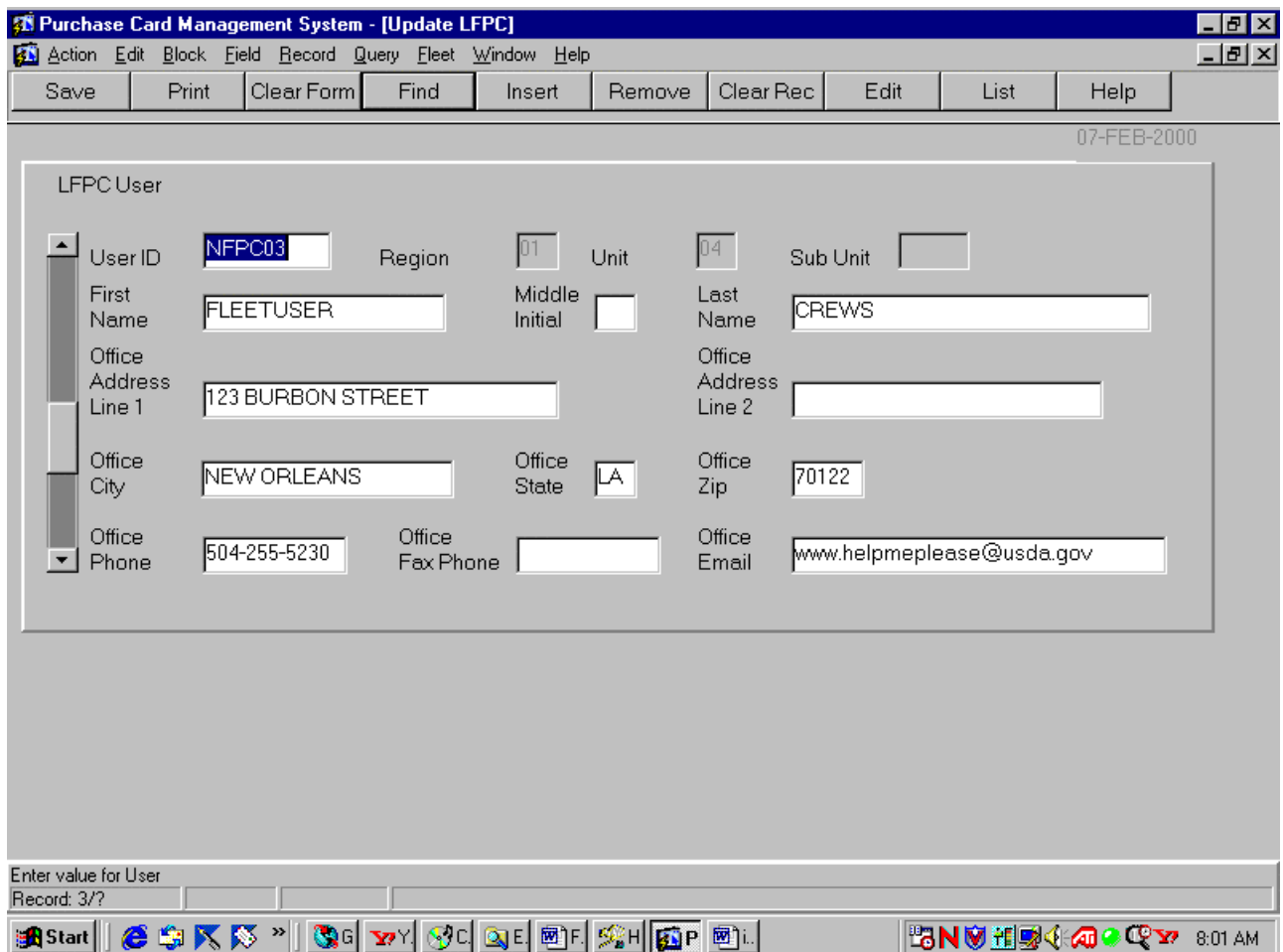
V. Update LFPC



Please turn off your monitor and give your attention to the instructor.

a. Updating an LFPC

Updates to LFPC information must be accomplished through the Update LFPC option on the Fleet Card menu. When updating this information in PCMS contact the AFHC to have SAMS information updated as well.



Purchase Card Management System - [Update LFPC]

07-FEB-2000

LFPC User

| | | | | | | | |
|-----------------------|-------------------|------------------|----|-----------------------|---------------------------|----------|--|
| User ID | NFPC03 | Region | 01 | Unit | 04 | Sub Unit | |
| First Name | FLEETUSER | Middle Initial | | Last Name | CREWS | | |
| Office Address Line 1 | 123 BURBON STREET | | | Office Address Line 2 | | | |
| Office City | NEW ORLEANS | Office State | LA | Office Zip | 70122 | | |
| Office Phone | 504-255-5230 | Office Fax Phone | | Office Email | www.helpmeplease@usda.gov | | |

Enter value for User
Record: 3/?

Start | [Icons] | 8:01 AM



For field description see Section II-11 of the APC/LAPC PCMS User's Guide.

Updating Existing LFPC details:

- Enter the Update LFPC screen;
- Place the cursor in the “User ID” field and enter the LFPC ID and hit the “Find” button, OR select the appropriate LFPC from the list available;
- Update the appropriate LFPC information;
- Hit the “Save” button on the command bar;
- Go to Action\Exit to return to the Main Menu;
- The system will enter an L (LFPC Information Change) in the “LFPC Action Code” field on the Fleet Card Setup screen of each record tied to that LFPC to indicate LFPC changes were made.
- The “LFPC Change Sent On” date field will be updated when the data is processed by ACFS\FO;
- Once the bank acknowledgement is received, the “LFPC Change Returned On” date field will be updated with the actual date of receipt;
- The “L” action code and date fields allow LFPC information to be changed without preventing additional modifications to the equipment records. If both a change to the LFPC information and a change to any equipment record for that LFPC are made, the addition, deletion, modification, replacement, or transfer will be sent for processing with the updated LFPC information. All equipment records for this LFPC will be sent to the bank, with an LFPC ACTION CODE of “L” and with the appropriate action code of A, D, M, R, or T, depending if additional actions were taken on the record;

Updating New LFPC details:

- When an LFPC is initially given access to PCMS, only the user id, name, office phone, and hierarchy appear in PCMS. Before you can add a fleet card record to a new LFPC you need to complete the LFPC information (e.g., address, phone, etc.) located on the Update LFPC screen;
- Enter the Update LFPC screen;
- Query the LFPC User ID;
- Enter all appropriate LFPC information and hit the “Save” button;
- Go to Action\Exit to return to the Main Menu;

Notes:

VI. Summary and Review.



Please turn off your monitor and give your attention to the instructor.

1. What are the main functions the LFPC performs using Fleet Card Setup?
2. What are the steps for an LFPC when setting up a new Fleet Card account? (Walk the instructor through the steps)
3. What would prevent a new Fleet Card record from being modified in Fleet Card Setup?
4. If a Cardholder has a damaged purchase card how do they obtain a replacement?



Lesson 7: Transfer Equipment

Lesson Description

In Lesson 7 the LFPC and AFHC will learn how to transfer equipment records to other LFPC accounts in PCMS. This is the concluding lesson in the Fleet PCMS training course.

Training Objectives

At the conclusion of this lesson, PCMS LFPC's and AFHC's will be able to:

1. Query and transfer equipment records;

Methodology

This lesson will be delivered using a combination of lecture and presentation, and discussion. Group discussion and trainee interaction will be used to stimulate recall of policy information and establish a knowledge base on which to build in subsequent lessons.

References

None.

Enclosures

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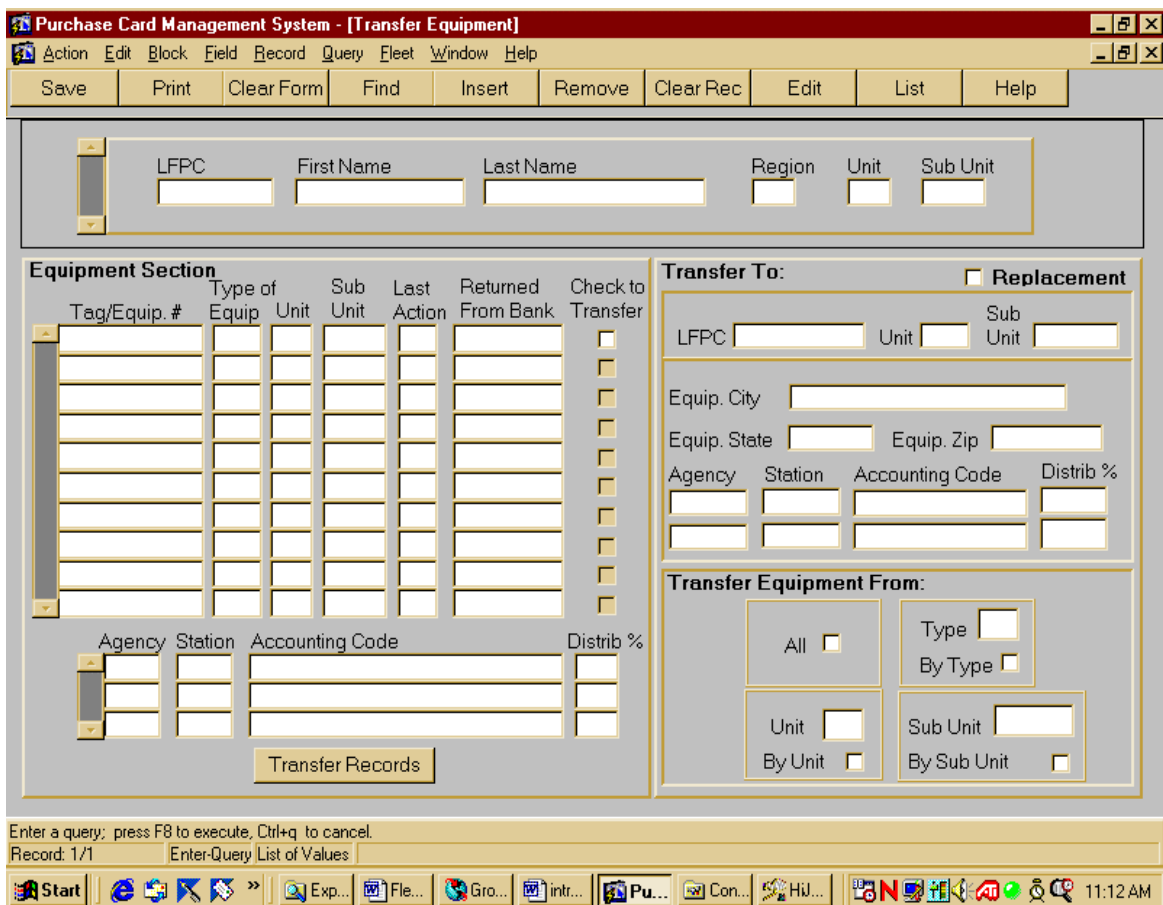
I. Transfer Equipment Overview



Please turn off your monitor and give your attention to the instructor.

a. Screen overview

To access the screen select the “Transfer Equipment” option on the Fleet Card menu, from the main screen. Enter details in the fields to initiate a request to transfer equipment between LFPC’s.



Notes:

**b. Fields**

The following is a brief description of each field in the Transfer Equipment screen.

LFPC Details:

| Fieldname | Description |
|---------------------------------------|---|
| LFPC (Required field) | The PCMS user identification number of the LFPC. (Query field.) |
| First Name (Required field) | The LFPC's first name. (Query field.) |
| Last Name (Required field) | The LFPC's last name. |
| Region | The region where the Fleet card will reside. (Query field.) |
| Unit | The unit where the Fleet card will reside. (Query field.) |
| Sub-Unit | The sub-unit where the Fleet card will reside. (Query field.) |

Notes:

**Equipment Section**

The following fields detail the equipment attached to the current LFPC:

| Fieldname | Description |
|-----------------------------|--|
| Tag\Equipment # | The tag\equipment number as it appears on the Fleet card. (Query field.) |
| Equip Type | The type of equipment: (Query field.) A = Aircraft B = Boat E = Equipment P = Pool Card V = Vehicle |
| Region | The region where the equipment resides. (Query field.) |
| Unit | The unit where the equipment resides. (Query field.) |
| Sub Unit | The sub-unit where the equipment resides. (Query field.) |
| Agency | The agency where the equipment resides. (Non-entry field) |
| Station | The accounting station code the transactions are charged against. (Non-entry field) |
| Accounting Code | The accounting code the transactions are charged against. (Non-entry field) |
| Distribution Percent | Enter the percentage to be applied to the transaction amount. (Non-entry field) |

Notes:

Transfer To Section

The following fields are optional depending on the type of transfer:

| Fieldname | Description |
|---------------------------------|--|
| Replacement | Check the box to transfer all equipment to the replacement of a particular LFPC. When this box is checked, only the LFPC ID can be changed, all other identifying information will remain the same. All equipment must be transferred to the replacement LFPC. |
| LFPC (Required field) | LFPC user id that the equipment is to be transferred to. |
| Unit | The unit where the equipment will reside. |
| Sub Unit | The sub-unit where the equipment will reside. |
| City | The city where the equipment will reside. |
| State | The state where the equipment will reside. |
| Zip | The zip where the equipment will reside. |
| Station | The accounting station code against which transactions are charged. |
| Accounting Code | The accounting code against which transactions are charged. |
| Dist % | The percentage to be applied to the transaction amount. |

Transfer Equipment From

If you are transferring all of the records or just specific records from those listed in the Equipment Section, use the following fields to aid your selection of records for transfer:

| Fieldname | Description |
|-----------------------------|---|
| All | Selects for transfer - all of the equipment records displayed. |
| Type\By Type | Selects for transfer - all of the equipment records displayed in the Equipment Section by the type indicated in the TYPE box. |
| Unit\By Unit | Selects for transfer - all of the equipment records displayed in the Equipment Section by the type indicated in the UNIT box. |
| Sub Unit\By Sub Unit | Selects for transfer - all of the equipment records displayed in the Equipment Section by the type indicated in the SUB UNIT box. |



Notes:

II. Querying Equipment



Please turn off your monitor and give your attention to the instructor.

a. How to query?

- Use the “Find” button on the command bar, as described in previous lessons;
- Enter the value in a query field and hit the “Find” button;
- The % wildcard can be used;
- Use scroll bars to navigate between records;
- There are several lists available to select values from, such as: “LFPC User ID”;

b. Query equipment by LFPC

- Enter the Transfer Equipment screen hit the “Find” button to obtain all vehicle\equipment records attached to the LAPC UserID you logged on with;
- Use the scroll bar to the left to navigate between vehicle\equipment records;
- To query records under another LFPC ID, hit the “Find” button to clear all records;
- Enter the LFPC ID in the LFPC field then hit the “find” button, OR select the LFPC from a list;

c. Query by equipment

- First query by LFPC;
- Hit the “Find” button to clear all fields;
- Enter a search value in a field in the equipment section of the screen;
- Hit the “Find” button to obtain results;

d. Query by group

- First query by LFPC;
- Hit the “Find” button to clear all fields;
- Enter a search value in one or all of the following fields in the top of the screen: Region, Unit or Sub-Unit;
- Hit the “Find” button to obtain results;

Notes:



PRACTICAL EXERCISE

1. Query all vehicle\equipment records attached to the LFPC UserID you logged on with.
2. Query all vehicle\equipment records in the Region “01”.

III. Rules for Transferring Equipment



Please turn off your monitor and give your attention to the instructor.

a. **Overview**

When transferring equipment, the AFHC and LFPC must be aware that the LFPC and the equipment record can have a differing hierarchy/SAC (security access control) as it is possible for either of these to be changed by the AFHC or LFPC depending upon the transfer desired. For example, LFPC's SAC is 11 01 02 00000, equipment transferred is 11 01 02 00001 and 11 01 02 00002. The equipment record SAC and accounting record SAC are always the same.

b. **Rules**

Apply the following rules when transferring:

1. The AFHC\LFPC can only transfer equipment that is within their SAC scope of authority. Meaning that:
 - a. If the LFPC's SAC stops at the unit level, then they can transfer equipment to any sub-unit within the unit.
 - b. If the AFHC's SAC stops at the region level, then they can transfer equipment to any unit or sub unit within the region.
 - c. If the AFHC's SAC stops at the dept or agency level, then he/she can transfer equipment to any unit or sub-unit within the dept or agency respectively.
2. A transfer is when the fleet equipment is moved to a new LFPC, new unit, or sub-unit. In addition to one of these moves, the equipment's physical location and accounting code may also be changed.
 - a. If the equipment's physical location is changed, you must enter an entire location change (i.e., City, State, Zip and Profile Accounting).
 - b. If the equipment's profile accounting is changed, you must enter a value in the "Agency", "Accounting Code", and "Distribution Percent" fields.

Notes:

3. If a transfer is taking place because the LFPC is being replaced, check the “Replacement” box and enter the UserID of the LFPC that the equipment is being transferred to. All of the equipment records will automatically be marked for transfer when the “Replacement” box is checked.



When a Replacement transfer is made, the new LFPC’s address must be entered in Update LFPC before any of the transferred records will be sent to the bank.

4. Equipment records that do not have “Returned Fm Bank” dates cannot be transferred and the system will issue a User Message. When the “Returned Fm Bank” date is populated, the equipment record can then be queried and transferred.
5. Changes to the accounting on a piece of equipment, need to be changed before they are transferred.
 - First, query the piece of equipment in the Profile Accounting screen, make the change and save the record;
 - Next, go to the Transfer Equipment screen and complete the transfer;
 - If you have completed a transfer between sub units, do not try to update the equipment’s profile accounting unless the transferred record’s “Return Fm Bank” field is populated; otherwise, the system will process the transferred record improperly;

Notes:

IV. To Transfer an Equipment Record

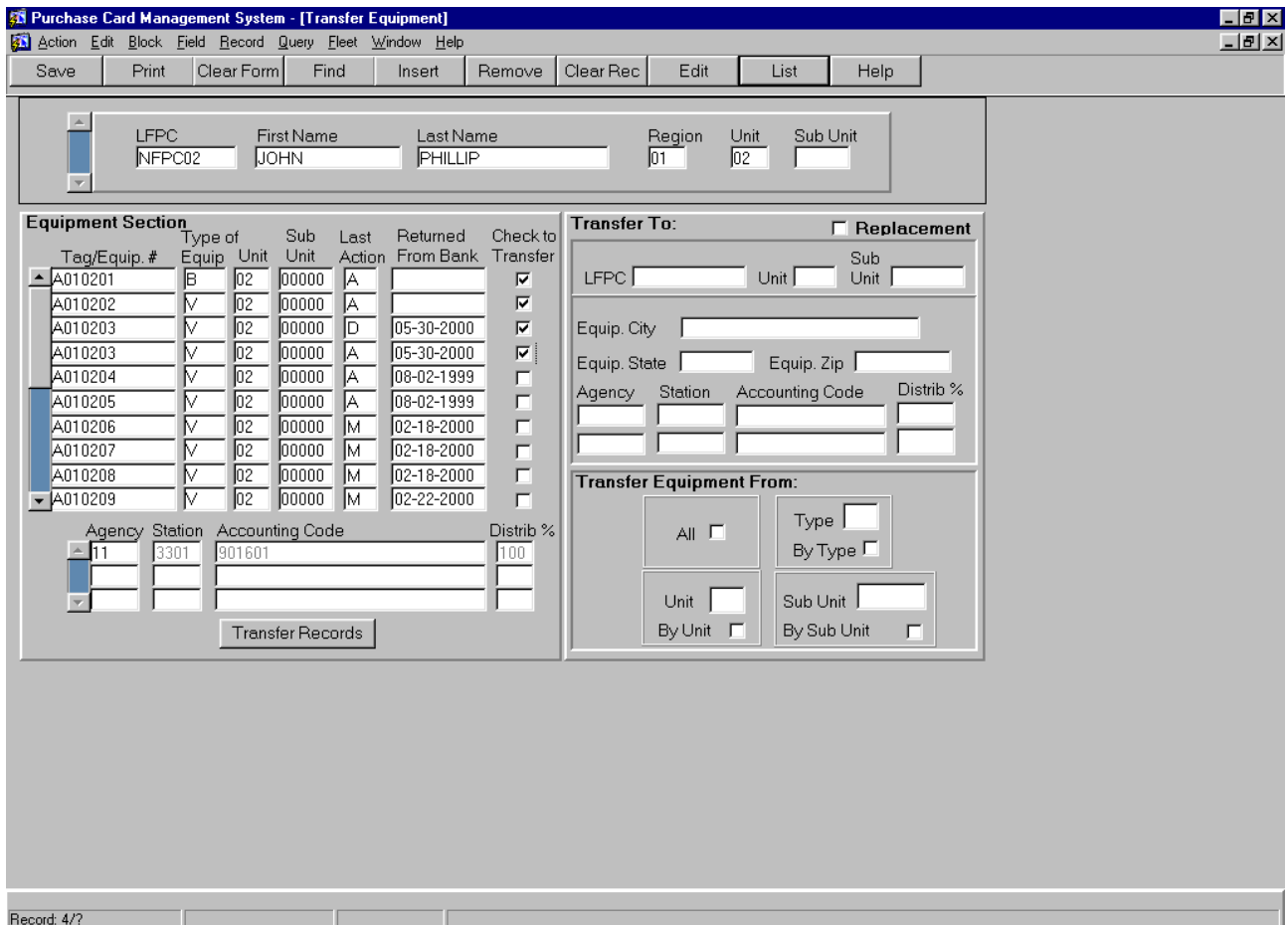


Please turn off your monitor and give your attention to the instructor.

a. Transferring Equipment

To transfer an equipment record:

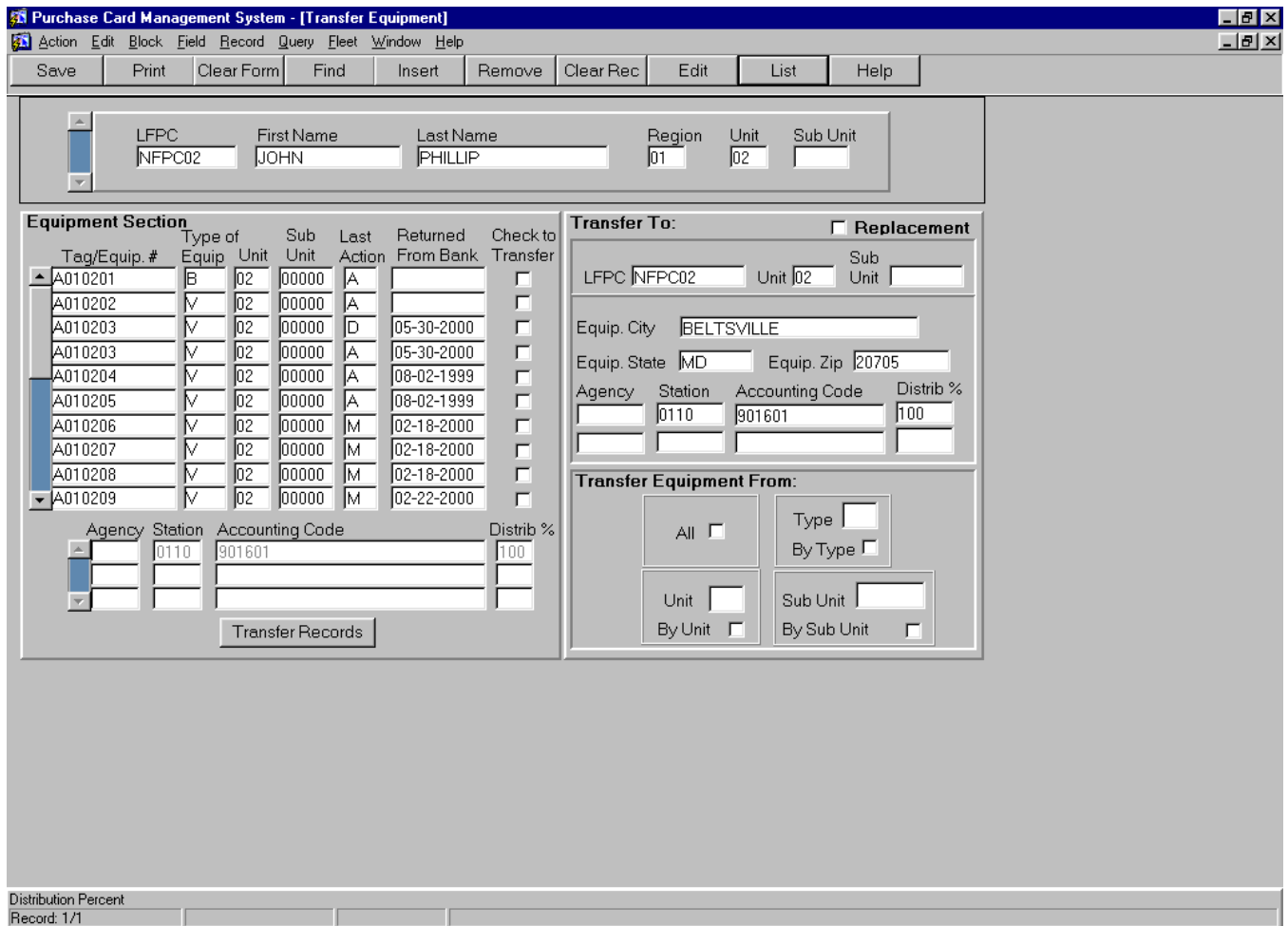
2. In the Transfer Equipment screen, query an LFPC and their equipment records;
3. Select the equipment records to be transferred:
 - Click in the small box at the end of each record;
 - OR
 - Select an option in the “Transfer Equipment From” box;
 - OR
 - Check the “Replacement” box to transfer all records when an LFPC is being replaced;



| Tag/Equip. # | Type of Equip | Unit | Sub Unit | Last Action | Returned From Bank | Check to Transfer |
|--------------|---------------|------|----------|-------------|--------------------|-------------------------------------|
| A010201 | B | 02 | 00000 | A | | <input checked="" type="checkbox"/> |
| A010202 | V | 02 | 00000 | A | | <input checked="" type="checkbox"/> |
| A010203 | V | 02 | 00000 | D | 05-30-2000 | <input checked="" type="checkbox"/> |
| A010203 | V | 02 | 00000 | A | 05-30-2000 | <input checked="" type="checkbox"/> |
| A010204 | V | 02 | 00000 | A | 08-02-1999 | <input type="checkbox"/> |
| A010205 | V | 02 | 00000 | A | 08-02-1999 | <input type="checkbox"/> |
| A010206 | V | 02 | 00000 | M | 02-18-2000 | <input type="checkbox"/> |
| A010207 | V | 02 | 00000 | M | 02-18-2000 | <input type="checkbox"/> |
| A010208 | V | 02 | 00000 | M | 02-18-2000 | <input type="checkbox"/> |
| A010209 | V | 02 | 00000 | M | 02-22-2000 | <input type="checkbox"/> |

| Agency | Station | Accounting Code | Distrib % |
|--------|---------|-----------------|-----------|
| 11 | 3301 | 901601 | 100 |

4. Enter all of the values in the Transfer to section:
 - Required fields must have values;
 - When replacing an LFPC, only the LFPC UserID must be entered. All other fields will be locked;



5. Hit the “Transfer Records” button;
 - When the transfer is complete a message will appear stating “Transfer Complete”;
 - A message will also be generated if the transfer cannot be completed;
 - If the record has not returned from the Bank then a User Message will be generated and sent to the LFPC;
 - An equipment record that has been modified as a result of transfer will have a Last Action Code of “T”;



If equipment is being transferred because an LFPC is leaving the LFPC cannot be dropped in SAMS until ALL equipment has been transferred from their account. (See SAMS training)



PRACTICAL EXERCISES

1. From the Transfer Equipment screen query the LFPC you logged on with;
2. Select all records with a Type V and transfer them to the trainee LFPC sitting to your right;
3. Query your LFPC again;
4. Transfer ALL records to a replacement LFPC, the trainee LFPC to your left;

Notes:

V. Summary and Review.



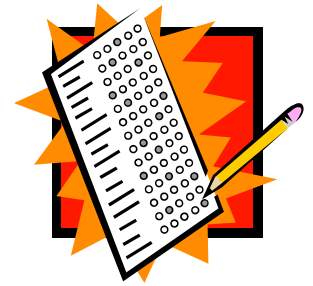
Please turn off your monitor and give your attention to the instructor.

1. What are the steps an LFPC takes to transfer equipment? (Walk the instructor through the steps)

2. What would prevent a transfer from being completed?

3. What is the “Replacement” check box for? When would it be used?

4. How do you transfer equipment be groups? (Walk the instructor through the steps)



Final Assessment

Assessment Description

The final assessment will require the AFHC\LFPC to apply the knowledge they have learned in Lessons 1-7 of the Fleet PCMS training.

Assessment Objectives

At the conclusion of this assessment, PCMS LFPC's and AFHC's will have demonstrated their ability to:

1. Access both the PCMS training and production databases;
2. Change their PCMS production password;
3. Navigate PCMS;
4. Set up a new Fleet Card account;
5. Transfer Equipment;

Methodology

Cardholder trainees will individually undertake the assessment exercises. The instructor will be available to answer questions.

I. Exercise 1



1. Log on to the Production database with the UserID and password provided by your Instructor;
2. Change your password;
3. Review your Profile Accounting details;
4. Log off PCMS

II. Exercise 2



1. Log onto the training database, using the trainee UserID and password provided by the instructor;
2. Set up a new Fleet Card account using the following information:
 - Tag\Equipment Number: A268467
 - Cost Limits: Fuel = \$100.00, Daily trans = 03, Maint Trans = \$500, Gallon limit = 40, Gallon Trans Limit = \$50
 - Card is to be used by a Vehicle, for fuel and maintenance.
 - Card should be a standard plastic.
 - Equipment City: Rockville.
 - Equipment State: MD
 - Equipment Zip Code: 20850
 - Codes: Program 448687 \ Dept 12 \ Agency 99 \ Region 01 \ Unit 02 \ Sub Unit 00000
 - Station: 0110
 - Accounting code: 7010101915
 - Distribution % = 100

III. Exercise 3



1. Logged on to the training database transfer Fleet equipment using the following information:
 - Transfer all Boats
 - Recipient LFPC: is seated to your right;
 - Location: Beltsville, MD, 20705
 - Profile Accounting: Agency = 99; Station = 0110; Accounting Code = 901601; Distribution % = 100;